

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 28, 2015
CC: All Departments



2016 Budget Worksheets Due by October 9th **Please Submit Articles for the 2015 Fall Newsletter to Alison by October 19th**

Town Administrator: This past week I participated in a planning meeting with Board member Jean Beadle and Joel Mudgett to discuss a plan for the first meeting with the MPD union representatives that was held on Tuesday 9/22/15. I also met with Donna Kuethe, Recreation Department Director and staff for the first time and toured the Town recreation facilities including the two beaches. On Wednesday morning I met several of the MPD officers prior to their training session at the PD and later met with school Superintendent Sue Noyes for a first meeting and tour of both the Academy and the Central school. Thursday I met with representatives of Meredith Village Savings Bank for the first time. On Friday I received closing documents from the purchaser of the Town owned property tax deeded in Suissevale, reviewed the FY15 year to date budget figures with Heidi Davis and reviewed files in preparation for the October 22nd Conference of Committees. On Saturday I attended the Volunteer Appreciation Luncheon and met several members of Town committees for the first time. Next week I will be out of the office attending the annual ICMA conference Monday through Thursday morning.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Staff continued to split and stack wood throughout the week, and the gravel that was stored at PSB during last week's projects was cleaned up. The brush that the grounds crew cut at the Lions Club was cleaned up and hauled to the WMF. A section of Balmoral between Hickory Lane and Meadow Glen Drive was cleaned up with the backhoe. The shed roof being built over the public sand bin has been completed and the metal roofing installed. The staff picked up used oil from Independent Marine for use in the Highway Garage and WMF used oil furnaces. The crew swept sand and gravel debris at the intersections of Sheridan Road, Redding Lane and Castle Shores were swept. Pavement was pulled on Myers Road in preparation for new paving. Materials for the lighting project were delivered to Town Hall, for the installation at the Town Hall and Library parking lot and also the PSB exterior building and lobby interior lighting. The Pathway from Cooks Road to NHEC power sub-station (west side) was laid out for the upcoming reconstruction work. A catch basin on Lakeshore Drive was rebuilt after collapsing at the top. A load of logs was delivered to a property owner from the Wentworth intersection project. The chip box was installed onto truck #2, truck #4 was taken to Belknap Tire for new tires, WMF's skid steer tires were removed and shipped to the

vendor for new foam filled and spares were installed for the interim. Several trucks were state inspected, new clutch parts were ordered for truck #7, and an oil pan was replaced on truck #10. Agent Kinmond sent a letter to previous plowing contractors, with an invitation to contract for plowing services of private roads, with a meeting scheduled for Monday, 10/5 at 9 a.m. at Town Hall. The third quarter culvert report was completed and ready for submission to NHDES. Agent Kinmond attended CPM training on project consultation, and attended the Selectmen's work session to speak about the Single Stream Recycling Committee, which received consensus to move forward with implementation in 2016. Agent Kinmond attended the NHPWA Board of Directors' monthly meeting and picked up parts at NH Peterbilt and EJ Prescott. Agent Kinmond also inspected Echo Landing Road after a red list letter, and work appears to be in progress.

Facility & Grounds Division: The Grounds crew mowed Holland Hill and Shannon Cemeteries, and the Playground. The cemetery crew wrapped up the season by trimming out several cemeteries. Thanks to the cemetery crew of Rich Lavoie and Jack Maher who did a great job maintaining the 54 cemeteries. The grounds crew hours have been cut back due to federal employment restraints, and due to a busy summer season. The grounds crew collected recyclables. Chief Bengtson assisted by starting the furnaces and circulators at the PSB after a couple cool mornings. Agent Kinmond repaired a door, which was not closing, and replaced a broken toilet seat at PSB Fire Department's living quarters. The pest control vendor was contacted for rodent control at the Historical Society Town House and School House. Agent Kinmond also met with a resident regarding questions about a burial plot at Shannon Cemetery. The Highway crew prepared a cremation burial on Friday morning, and a full grave burial on Saturday.

WMF Division: The Facility will be shipping a full load of OCC (cardboard) and mixed fiber on Monday. The facilities' open top container is being lettered with Moultonborough on it. The facility is still awaiting steel and aluminum cans to shipped, and are hopeful to do so this week. The new signs for the public have been clear coated and ready for installation. Co-Manager Filpula is working on budget item research for the scale system. The facility has begun the seasonal staff reductions, and adjusting part time staffers to stay in line with the Town and federal labor policies.

Moultonborough Police Department: The Moultonborough Police Department recorded 410 log entries, which included the following calls for service, 19 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 4 complaints, 3 MV Accidents, 2 MV Complaints, 2 residential alarms, 2 commercial alarms and 5 K-9 complaints

Training: Sep. 25th, Department training, Effective Police Interaction with Youth.

Moultonborough Fire Department: Year to date there has been 661 calls for emergency service. For the period of 9/18/15 to 09/24/15 there were 16 calls for service: (10) Medical Emergencies, (1) Motor Vehicle /Pedestrian Accident, (1) Motor Vehicle Accident, (1) Good Intent Call, (2) Lift Assists, and (1) False Fire Alarm. MFR received automatic aid for one call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:18 minutes

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:00 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:36 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 9/18 - Staff observed a fire drill at the Central School, the students and staff performed the drill with precision. Well Done MCS! 9/21 - Work Session at the Public Safety Building; 9/23 - Pump testing of all land based fire apparatus with structural fire pumps. All apparatus pumped at their respective rated capacities, passing the tests. 9/23 - Chief Bengtson attended a seminar on residential fire sprinklers at the NH Fire Academy. 9/23 - The Chief attended meetings of the LRMFA Executive Committee and Board of Directors. 9/24 - School inspection at Moultonborough Central School and a pellet stove inspection. The department also logged 1 Public Service call, 2 Fire Permits, 1 Supra Box Installation and 8 Requests for Information.

Emergency Management: 9/21 - Department Heads and staff met with Lee Kimball of LMK Emergency Planning Associates to update annexes for Mass Care & Housing, Public Works & Engineering, Agricultural, Cultural and Natural Resources and Law Enforcement of the Local Emergency Operations Plan update. Staff is working with Mr. Kimball to get the update completed by the end of November.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Youth soccer and youth volleyball continues to run smoothly. Our Carroll County soccer team starts practicing today. The King Arthur Flour tour is on October 1st. There are just under 40 participants registered and raring to go on this trip. The outdoor Pickleball session in Moultonborough is ending on Friday. We have met with Meredith and confirmed the start date for the indoor Pickleball session to begin on Tuesday, October 6th. There are 4 indoor sessions: Fall-October 6th - November 24th, Winter-December 1st – January 29th, Cabin Fever-February 2nd – March 29th, and Spring-April 1st – May 27th. They all cost \$30 for Meredith and Moultonborough residents and \$40 for non-residents.

Important Dates to Remember

Board of Selectmen's Meeting, October 1, 2015, 7 PM

Board of Selectmen's Meeting, October 8, 2015, 7 PM

Columbus Day, All Non-Essential Departments are Closed, October 12, 2015

Board of Selectmen's Meeting, October 15, 2015, 7 PM

Board of Selectmen's Meeting, October 22, 2015, 7 PM

Board of Selectmen's Work Session, October 29, 2015 4 PM

Staff Meeting, Tuesday - October 6, 2015, 9 AM